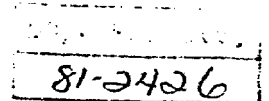
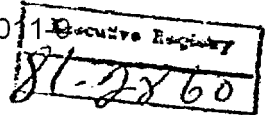


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SSA/DDA
Meeting 9 Dec.

19 November 1981

MEMORANDUM FOR: Deputy Director for Administration
FROM: Director of Central Intelligence
SUBJECT: Travel Reduction Plan

At today's Cabinet meeting we were asked to have prepared in thirty days a travel reduction plan for each agency. Here are some notes I took on the discussion.



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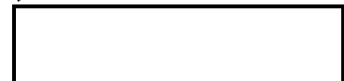
for William J. Casey

Attachment:
As stated

*reduce level
manage with what we have*

Since the Agency restructured the use of GTR's ^{domestic} ~~and~~ travel significant savings have been achieved by taking advantage of GSA's airline contract services. Installation of a computerized airline reservation and ticketing capability within Central Processing Branch ~~would~~ ^{could} significantly enhance the Agency's ~~at~~ ^{ability} to take advantage

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25X1

of all available discount airfares. ~~resulting in~~ dramatic travel savings would be achieved. There are, however, ~~considerable~~ ^{considerable} ~~amounts of money~~ ^{amounts of money} which will have to be dealt with.

DIRECTOR OF CENTRAL INTELLIGENCE

Notes taken by DCI at Cabinet Meeting
19 November 1981

Travel

- FAA or Coast Guard plane
- Private charter cheaper than government plane
- Department can buy commercial ticket, with discounts, cheaper than tickets bought from GSA
- Cut unnecessary trips
- Reduce size of delegations
- Watch meeting locations